



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY  
NORTH ATLANTIC TREATY ORGANIZATION  
UNIT 21420  
APO AE 09705

REPLY TO  
ATTENTION OF

ACSB-CO

29 November 2005

MEMORANDUM FOR All Personnel SHAPE Battalion, SHAPE Belgium APO AE 09705

SUBJECT: Commander's Policy Letter 5- Equal Opportunity (EO)/Sexual Harassment  
Complaint Procedures

1. Reference AR 600-20, Army Command Policy letter 5 May 04.
2. Commanders will ensure all service members, family members, and DA civilian employees have the right to present a complaint without fear of intimidation, reprisal, or harassment.
3. Commanders at all levels will establish, and implement their EO/Sexual harassment complaint procedures IAW AR 600-20, Paragraph 7-9 and Appendix E (dated 13 May 2002). These procedures will address, in detail, how members of their command and family members can present a complaint to the chain of command or supporting agency. Complaints ideally should be handled by the chain of command at the lowest level.
4. Any person who believes they have been harassed or discriminated against based on race, color, national origin, gender, or religion has the right to present this issue to the chain of command. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Personnel may also file complaints about perceived disparate treatment and a hostile working environment.
  - a. Complaints of discrimination or sexual harassment can be submitted in one of two ways: informal or formal. An informal complaint is any complaint that the individual does not wish to file in writing. In resolving an informal complaint, the chain of command must ensure that the complaint is taken seriously, handled fairly and with sensitivity. Informal complaints may be resolved without the knowledge or direct involvement of the commander. There are no timelines for an informal complaint. However, the complaint must be resolved as quickly as possible.
  - b. A formal complaint is one that which a complainant files in writing and issues a sworn statement regarding accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. A formal EO complaint will be filed using DA Form 7279-R (Equal Opportunity Complaint Form). Individuals have 60 calendar days to file a formal complaint from the time the incident occurred. However, leaders

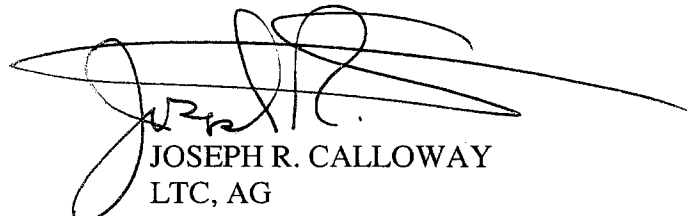
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and commanders should not refuse to act on any formal complaint, even if the 60 days have expired.

5. All complaints should ideally be handled by the chain of command at the lowest level. However, there will be times when an individual may not feel comfortable with the chain of command and may submit the complaint directly to the Equal Opportunity Advisor or support agency. Leaders will not preclude or hinder personnel from using other established channels for complaint resolution.

6. For assistance with matters relating to these procedures, contact the US ARMY NATO Battalion Equal Opportunity Leader, SSG Lauver @DSN 423-3805.



JOSEPH R. CALLOWAY  
LTC, AG  
Commanding